

## MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of December was held at the Glenside Administration Building, 1300 Schuylkill Avenue, Reading, Pennsylvania, on Friday, December 6, 2013.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. Ronald J. Fioravanti, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant and Ms. Sherryann I. Fonseca, Comptroller. Mr. Valdis Lacis, Reading Eagle Reporter was also present.

Mr. Belinski, Chairman, called the regular meeting to order and upon roll call those present and absent was as follows:

Present: Mr. Steven E. Belinski  
Mrs. Rebecca Acosta  
Ms. Tina White

Absent: Mrs. Lillie L. Mathies  
Mr. Eligio C. Colon, Jr.

The Chairman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Mrs. Acosta and second by Ms. White approving the minutes of the regular monthly meeting held September 24, 2013. The motion was carried unanimously.

A motion was made by Mrs. Acosta and second by Ms. White approving the bills as submitted by Ms. Fonseca for the period of September 1, 2013 to October 31, 2013. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of September 2013.

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$4,001,829.60	\$3,423,412.43	\$310,117.80	\$ 7,735,359.83
P-4628 General	75,139.97	99,000.00	0.00	174,139.97
P-15 General	306,767.56	1,303,232.71	77,057.37	1,687,057.64
Payroll	0.00	179,696.27	(179,696.27)	0.00
River Oak Apts.	8,235.66	0.00	43,053.25	51,288.91
Total	\$4,391,972.79	\$5,005,341.41	\$250,532.15	\$ 9,647,846.35

The following balances in bank and on account were reported for the month of October 2013.

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$3,908,103.94	\$3,323,412.43	\$310,117.80	\$ 7,541,634.17
P-4628 General	105,770.06	99,000.00	0.00	204,770.06
P-15 General	307,372.39	1,303,232.71	76,520.84	1,687,125.94
Payroll	0.00	181,979.58	(181,979.58)	0.00
River Oak Apts.	8,157.78	0.00	43,062.98	51,220.76
Total	\$4,329,404.17	\$4,907,624.72	\$247,722.04	\$ 9,484,750.93

A motion was made by Mrs. Acosta and second by Ms. White that the Treasurer's Reports be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

### **COMPREHENSIVE GRANT PROJECTS**

**222-2013 CAPITAL FUND** – RHA has received \$1,866,196 in Capital Fund, the majority of these funds will go to repair and/or rehabilitate the walls at Rhodes and Eisenhower. The remaining monies will go to administrative expenses and management improvements.

**RIVER OAK APARTMENTS** – The occupancy rate at River Oak is good. There are about 10 people on the waiting list for a unit so we should be able to rent the unassigned units when they have been readied for occupancy.

We hope to complete some kitchens this year as we have about 9 or so remaining to be done and would like to get them all done before the end of next year or sooner. However, it depends on when and what units become vacant and other factors.

We would like to replace the windows and are finding the replacement of the carpets is becoming a big issue and one we will be looking at very closely. However, we have to be sensitive to funding issues as we have to pay for these out of available funds.

**SHELTER PLUS CARE PROGRAM** – The Shelter Plus Care Vouchers in conjunction with the treatment to prevent future episodes of Homelessness is still running and doing well. I will advise the Board of any developments in regards to this project. Currently, because of funding we have 39 vouchers active even though the number authorized is 30, we have sufficient funding to pay for the 39 vouchers for this program.

### **SYLVANIA HOMES ANNUALIZED OCCUPANCY RATE %**

2008				2009				2010				2011				2012				2013		
Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept
93.8	94.9	96.2	97.8	97.8	96.9	97	96.6	96.6	96.9	97.3	97.2	97.0	97.1	97.5	97.7	97.7	96.6	96.2	95.6	95.5	96.6	96.7

Sylvania is 96.7% leased up and is doing well in this area.

### **SECTION 8 ANNUALIZED UTILIZATION (%) RATE**

2008				2009				2010				2011				2012				2013		
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept
95.7	94.2	94.4	96.2	98.1	98.2	99.5	97.9	95.8	94.5	93.2	92.1	90.3	90.0	88.3	88.2	89.2	90.6	91.2	90.8	89.2	86.9	84.4

The leasing rate for the last quarter is 84.4%. Current HUD funding practice does not and will not allow 100% utilization of the vouchers and funding and is especially difficult when we do not know what the funding will be for this program.

### **PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)**

2008				2009				2010				2011				2012				2013		
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept
98.4	98.4	98.4	98.4	98.5	98.6	98.7	98.8	98.8	98.8	98.9	98.8	98.7	98.5	98.6	98.8	98.8	98.7	98.4	98.7	98.6	98.8	98.8

The annualized vacancy rate for the last quarter shows a good leasing rate and translates into vacancy rate of 1.2% for RHA. This continues to be a decent occupancy rate. We continue to monitor our progress in this area and work towards improving the leasing rate, while everyone strives to attain 100% leasing rate, it is difficult to attain.

### **ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING**

2008				2009				2010				2011				2012				2013			
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	
1.8	1.7	1.9	2.3	2.10	2.3	2.5	3	3	2.90	2.80	3	2.6	3.2	3.5	3.1	2.6	3.4	2.7	3.4	4.2	3.2	5.7	

Staff is working hard to reduce these amounts in hopes to get them to a more reasonable level. However, the increases are due to our finding discrepancies between what the residents claim they are earning and what is on their tax returns.

**NEIGHBORHOOD STABILIZATION PROGRAM (NSP)** – The City of Reading is the lead agency and RHA and Our City Reading Inc., (OCR) are partners in this project. Currently, 201 North 3<sup>rd</sup> Street, 331 Elm Street and another unit at 460 Centre Avenue are in the mix for units owned by RHA for the NSP program. We have filled all of the three units at 460 Centre Avenue with tenants at or below 50% of median income. They nearing the completion of 201 N. 3<sup>rd</sup> and 331 Elm Street and those units will be ready for rental in the coming months.

Albert would like to have these units rented to Artists and I have asked him for a listing and or ideas as to how he would like us to advertise and select Artist for these units. We do not have any problems with this as long as they meet the income restriction of 50% of median income.

**NAHRO CONFERENCE PANEL PARTICIPATION** – The presentation went well and we were able to show the attendee's the various ways of developing a program to bring about change in their community. Overall, the Conference and the Panel discussions went well.

**RENTAL ASSISTANCE DEMONSTRATION (RAD)** – Out of the 60,000 units HUD was interested in having participate in this program, only 11,000 units were submitted and approved nationwide. This represents just 18% of the number of units HUD wanted in the program. It fell far short and perhaps it is related to the flaws in the program funding.

There are some attractive issues for participating in this program; the major one supposedly is not being under the public housing regulations. The most unattractive issue is the lack of or uncertainty of funding and other related issues. We have not and do not plan to apply at this time. We will monitor how this program works for some agencies over the long run.

I will keep you posted on any new developments in this program. To date there have not been any new updates on the RAD program.

**YOUTHBUILD** – This program is moving along and the participants are installing ceramic tile in the bathrooms at Sylvania and Oakbrook Homes. This will alleviate most, if not all, of our maintenance concerns in the bathroom flooring. For the most part they were not moving very quickly, but they have been picking up speed as the students gain experience in installing ceramic tiles.

I will keep the Board posted on the status of this program.

**WELLNESS PROGRAM** – The Wellness program at RHA may be in the newspaper sometime in the future regarding the success of our different programs and collaborations we have with different organizations. I thought I would mention this if and when they appear in the newspaper. Also, the Wellness program has three Universities working with us in providing services. Currently, we have the University of Pennsylvania, Drexel and Alvernia University working with us in this area and should bode well for us in the long run.

**BOOKBINDERY APARTMENTS** – The Reading Redevelopment Authority (RRA) took ownership of the Bookbindery Apartments and RHA at their request has been helping manage the building since they took over ownership. I have a Management Agreement and a Management Plan for the Board to approve for RHA to manage this building. If the Board does not approve this, RHA will then withdraw from the management of the Bookbindery.

RHA is being reimbursed for all the work performed.

### Vacant Unit Report for the Current Month

	<u>Units Scheduled To Be Leased</u>	<u>Unit Accepted By Eligible Applicant</u>	<u>Unit Scheduled Transfer</u>	<u>Unassigned Units</u>	<u>Total Vacant Units</u>
Glenside	4	1	4	2	11
Hensler	0	0	0	0	0
Oakbrook	3	0	5	0	8
Franklin	0	0	0	0	0
Kennedy	0	0	0	0	0
Rhodes	0	0	0	3	3
Eisenhower	0	0	1	0	1
Hubert	0	0	0	0	0
<b>Total Conventional</b>					
Public Housing	7	1	10	5	23
Scattered Sites	0	0	0	1	0
Sylvania Homes	1	1	1	1	4
River Oak	0	1	0	0	2
NSP Units	0	0	0	0	0
<b>Total</b>	<b>8</b>	<b>3</b>	<b>11</b>	<b>7</b>	<b>29</b>

Our current occupancy rate is high at 98.8% for Public Housing and is a decent occupancy overall. The leasing rate for all of our units we own (a total of 1808) comes to 98.40%. Of the 29 vacant units, 8 are scheduled to be leased, 3 have been accepted by applicant, 11 are transfers and 7 remaining units are unassigned.

Please note the transfer units are units, which in most cases the occupants are either over-housed or under-housed and need to be moved to a more appropriate size unit. In some cases, there may be other factors whereby a unit transfer is appropriate and done on a case-by-case basis. But also means, we are creating another vacant unit and will now have to rehabilitate the unit and fill it. As I mentioned before, these unit transfers are required to ensure people are in the correct size units and are not over or under housed.

**RHA PAINTING PROGRAM FOR OCCUPIED UNITS** – We continue the painting program and hope funding cuts do not affect our efforts. We want to make sure each and every unit was and is painted at least once every ten years.

To date, this program is going well and we are well ahead of schedule in regards to having all units painted once every ten years.

### DEVELOPMENT WAITING LIST STATUS

<u>Bedroom Size</u>	<u>P/H</u>	<u>Contacting</u>	<u>Waiting Period</u>	<u>Sylvania</u>	<u>River Oak</u>
Studio	88	10/12	06-12 months	N/A	N/A
One Bedroom-Family/Elderly	255	05/11	12-24 months	25	N/A
Two Bedroom Family	137	05/11	12-24 months	14	3
Three Bedroom Family	224	10/12	06-12 months	8	7
Four Bedroom Family	26	05/11	12-24 months	5	N/A
Five Bedroom Family	47	07/12	12 months	N/A	N/A
<b>Total</b>	<b>777</b>			<b>52</b>	<b>10</b>

The waiting list is still fairly long and we do not anticipate opening the waiting list any time soon for Public Housing in the near future. However, with Sylvania and River Oak we may open up the waiting list on an as needed basis.

**CITY OF READING LAND BANK PROGRAM** – The City of Reading is in the midst of instituting a Land Bank program in the City and asked if it would be possible to contract with RHA to perform some of the day to day maintenance on the properties. I said once they have formed the Land Bank and decided on what they would like in this kind of program I would approach the Board on this matter. As it stands now the Land Bank is in the process of being developed and established. In any case, RHA would be paid for any services we provided.

As I noted before, everything is in the planning stages and nothing has been decided on who, what, where and when this will occur, though I know at some time it will become a reality. I will keep the Board informed of any developments in this area and think this will be an exciting program for the City of Reading. I believe any support we can give the City of Reading to make this successful would be appreciated.

There has not been any new development on this to date.

**RHA CENTRAL OFFICE FUNDS** – I have had discussions with various people regarding these funds as it will be important in the coming years to invest these funds in programs and projects which will benefit not only the Agency, but the City as well. I should note these funds are “de-federalized” and hence HUD is supposedly not able to regulate how and what a Housing Authority can do or use this money for. I also plan to research this to see if other agencies will be looking at measures to use these funds.

Technically, these funds are as I noted “de-federalized”, but as we have found out HUD seems to ignore this and it would be best if we use these funds for a project in the City that will possibly make money and benefit the City at the same time. In any case, it is my belief that if we do not do something of this nature, HUD will find a way to encourage a Housing Authority to use these funds for operations just as they have with our reserves.

It is the Board’s decision, but I highly recommend RHA do something whereby these funds are involved in or a part of a project that will benefit the City in its renaissance. I do not wish to lose these funds like we did with the reserves, which we had accumulated over a period of time, as we now have a reserve of central office funds.

To date, there has been no change in this.

**ISLANDS IN FRONT OF OAKBROOK** – We have taken over the maintenance of these islands and we are maintaining them. In regards to any new landscaping for these areas, we plan to work over the winter on some kind of design or landscaping plan as it does not make any sense to do anything other than that over the winter.

I will keep the Board apprised of any developments in the planning of this in the coming future.

**RHODES AND EISENHOWER** – Plans and specifications for the repair and/or rehabilitation of the walls are being developed and will be advertised in the near future. We will have this project on for a Board Resolution sometime next year. We plan on this work starting in the spring time.

**PARK PLACE ON PENN STREET PROJECT-** I spoke to the Realtor regarding the marketing of Park Place on Penn and she informed me of the following:

- Advertising geared towards Urban Lifestyle.
- Hold Open Houses.
- Work on selling the City of Reading as a place to live.
- Work on a special mortgage program for condos.

The Condo documents have been revised. A meeting was held. They were approved and will be recorded at the Court House. So they now become part of the deeds for the future. I think it will be an excellent tool for the Authority to expand into different areas to help the City recover economically by using our financial resources together rather than individually.

**PENN SQUARE PROJECT** – Recently the City of Reading purchased five (5) buildings at 5<sup>th</sup> and Penn which we are calling the Penn Square and includes a total of five (5) buildings on the north side of Penn Street and the west side of 5<sup>th</sup> Street. One of the buildings is occupied and the rest are vacant and in varying stages of disrepair.

During discussions with the Mayor and his team regarding the CDC and following the City’s purchase of these buildings they were unsure of what they were going to do regarding these buildings. I suggested, RHA would be able to help them in the short run regarding the maintenance and management of these properties and have been working on stabilizing these buildings. We have developed, in agreement with

the City, a team of professionals to get the building stabilized for the long term. In addition, this team is also analyzing the buildings to identify the potential uses of these buildings for the future. RHA has been working with a team on these buildings. RHA is appreciative of the City for relying on us to help them in this endeavor.

**CHARGE OFF'S** – As the Board may notice the Charge Off's have been high. This is due to our process requesting past years tax returns and comparing the returns to the income at the Annual Recertification. In some cases where there is a discrepancy in the amount, we are requiring the monies to be repaid.

In support of this, we contacted the HUD Office of the Inspector General to see if we could get them to help us in the investigation of these cases. Staff met with Special Agent Prout and discussed the situation and issues with him. He agreed to look into this matter and see if there is any legal action HUD can take against these people if fraud was committed. Information was sent to him soon after and we are awaiting further instruction on how and when to proceed. It is hoped we will be able to either get these monies back and or to have HUD take legal action of some kind.

We have not heard back from the HUD Inspector General on this matter.

**2014 AGENCY PLAN** – This year's Agency Plan is on the agenda for the Board to approve as we now will submit this to HUD for their review and approval. There has not been any changes to the Agency Plan since it was last submitted to the Board.

**HABITAT FOR HUMANITY** – I met with Tim Daley, Executive Director of Habitat for Humanity to discuss how or if we can work together on increasing homeownership in the City of Reading. I believe there may be things we can work together on and will be exploring these in the near future.

**ANNUAL DECEMBER EMPLOYEE MEETING** – Please don't forget the annual December Employee meeting which will be held on December 6 at the O'Pake Community Center at Glenside. Staff have been working on making this a great event so please attend.

**MEETINGS:**

- Mayor's Economic Summit.
- Our City Reading Meeting.

A motion was made by Mrs. Acosta and second by Ms. White to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5703

RESOLUTION AUTHORIZING THE HIRING  
OF A PART-TIME CUSTODIAN.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Briane M. Botwright be hired as a part-time custodian at the rate of \$8.00 per hour.
2. THIS Resolution shall be effective September 30, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5704

RESOLUTION APPROVING A REGULAR STATUS  
CLERK TYPIST 2.

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WHEREAS, probationary period of 180 days for Yasaira Modeste ends November 1, 2013, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Yasaira Modeste is approved as a regular status Clerk Typist 2.
2. THIS Resolution shall be effective November 2, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5705

RESOLUTION APPROVING A REGULAR STATUS  
ASSISTANT PROPERTY MANAGER.

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WHEREAS, probationary period of 180 days for Thomas Stianche ends November 23, 2013, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Thomas Stianche is approved as a regular status Assistant Property

Manager.

2. THIS Resolution shall be effective November 24, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5706

RESOLUTION REVISING THE SECTION 8 HOUSING  
CHOICE VOUCHER PROGRAM PAYMENT STANDARDS.

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WHEREAS, the payment standard is established to assure continued affordability of units in the Reading Housing Authority's jurisdiction.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority adopts the following payment standards for the Section 8 Housing Choice Voucher Program operated by the RHA:

<u>Unit Size</u>	<u>% of FMR</u>	<u>Payment Standard</u>
0 Bedroom	90.0	\$471.00
1 Bedroom	90.0	\$584.00
2 Bedrooms	90.0	\$773.00
3 Bedrooms	90.0	\$963.00
4 Bedrooms	90.0	\$1,033.00
5 Bedrooms	90.0	\$1,188.00
6 Bedrooms	90.0	\$1,343.00

BE IT RESOLVED AND IT HEREBY IS FURTHER RESOLVED that the utilization of the foregoing payment standards for the Reading Housing Authority Section 8 Housing Choice Voucher Programs shall be effective January 1, 2014.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.



The following Resolution was read and considered:

RESOLUTION NO. 5707

RESOLUTION AUTHORIZING THE EXECUTION OF A  
MANAGEMENT PLAN AND MANAGEMENT AGREEMENT  
FOR BOOKBINDERY APARTMENTS  
BY AND BETWEEN READING HOUSING AUTHORITY  
AND READING REDEVELOPMENT AUTHORITY.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Commissioners of the Reading Housing Authority:

1. THAT the terms of the Management Plan and Management Agreement for Bookbindery Apartments by and between Reading Housing Authority and Reading Redevelopment Authority are hereby approved, the said Plan and Agreement to be in substantially the following form:

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MANAGEMENT AGREEMENT AND MANAGEMENT PLAN  
ON FILE IN THE COMPTROLLER'S OFFICE.

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2. THIS Resolution shall be effective December 6, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5708

PHA CERTIFICATIONS OF COMPLIANCE WITH THE PHA PLANS  
AND RELATED REGULATIONS,  
BOARD RESOLUTION TO ACCOMPANY THE PHA PLAN.

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Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Plan for PHA fiscal year beginning April 1, 2014, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection

with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify and impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiative to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity and documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its' Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

There being no further business to come before the Commissioners, a motion was made by Mrs. Acosta and second by Ms. White to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on Tuesday, January 28, 2014.

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Recording Secretary